

Intern – Urban Forestry City of Westfield Parks & Recreation

FLSA Status: *Non-Exempt*

General Definition of Work

Using GPS equipment and GIS software the intern will complete a tree inventory on city land. Work with City Informatics Department to gain skills for use of the GPS equipment. Once data is collected, the intern will upload it to I-Tree Program. Work is performed under the supervision of the Parks & Recreation Maintenance Division. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with 1 hour for lunch. Hours are subject to change due to work demands or as needed. Funding for this internship is provided by the Indiana Department of Natural Resources' Urban Forest Management and Growth grant project.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Identifying trees Genus and Species by leaf, bark and growth patterns
- Downloading GIS data gathered in the field (training provided)
- Training provided on how to use and input data in GPS
- Training provided on use of I-Tree Program
- Understanding of City Tree Inspection Policy
- Maintaining records and logs and submitting to Park Administration
- Presenting ideas effectively, both orally and in writing
- Driving City vehicles while abiding by City requirements
- Other duties as assigned

Knowledge, Skills and Abilities

Must be able to identify trees by leaf, bark and growth patterns; must have a basic knowledge of horticulture and urban forestry; basic knowledge of hazards and safety precautions associated with horticulture; ability to recognize and diagnose problems; ability to follow oral and written instructions; knowledge of office equipment, computers and applicable software; ability to maintain records; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High School graduate working towards 4 year degree in park related field

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently

requires walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and exposure to vibration and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to bloodborne pathogens and will be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. field work, business office, light traffic).

Special Requirements

Valid driver's license in the State of Indiana

Interested parties should send résumés by noon on April 7, 2014 to the Westfield Parks and Recreation Department, 2728 E 171st Street, Westfield, IN 46074. Résumés may also be e-mailed to jmcbride@westfield.in.gov.